WDE602 – WISE School District Staff Member Collection Training

September 09, 2009

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WDE602–Training Agenda

- Changes in the 2009–10 WDE602
- WDE602 Collection Information
- State Report Manager (SRM)
- WDE602 Submission Process
- Review WDE602 Data Element
- WDE602 Business Rules
- WDE602 Frequently Asked Questions (FAQ)
- WDE602 Questions and Answer Period
- WDE602 Contact Information

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Changes to the 2009-10 WDE602

Changes to the 2009-10 WDE602

- The National Certificate Number and National Certificate Paid Data Elements were Removed.

- Added a Hire Date Field. The Hire date field should be present when the employee was hired between and including 7-1-2009 and 10-1-2009. Functionally, a hire date must be provided if a district failed to provide an employment record in the prior year's WDE652. Or if there was an employment record in the prior year's WDE652, but there was a separation date as well (for example if a person left and rejoined the district).

Changes to the 2009-10 WDE602

▸ Race and Ethnicity
  ◦ The Race and Ethnicity will now be provided with six yes/no fields (Y,N). See Data Elements 28 – 33.
  ◦ Is this staff member of:
    • Asian Race
    • Black Race
    • American Indian/Alaskan Native Race
    • Native Hawaiian or Pacific Islander Race
    • White Race
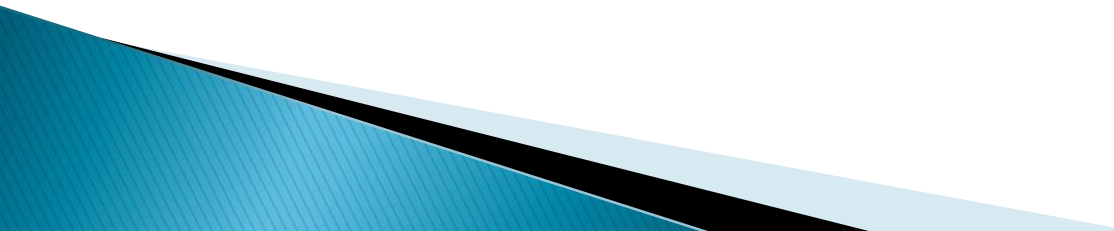   • Is this staff member of Hispanic or Latino Ethnicity?

Changes to the 2009-10 WDE602

▸ Race and Ethnicity Continued:
  ◦ Districts must give all staff the opportunity to racially and ethnically identify themselves.
  ◦ If a staff member refuses to fill out the new race and ethnicity form you've provided a member of the district staff must choose for them.
  ◦ None of the fields can be left blank. If Hispanic Ethnicity is Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No). Persons may identify with more than one race.

Changes to the 2009-10 WDE602

▸ Race and Ethnicity Continued:

▸ For more information and further resources:
  ◦ Federal Guidance:
    http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html
  ◦ *Managing an Identity Crisis* from the National forum on Education Statistics:
    http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802

New Assignment Codes

- The WDE has added a new assignment code for Certified Teacher Tutor Classified (TUH)
- The former Tutor Code (TUT) will be used for Certified Teacher Tutor Professional.
- If a person is assisting with a class and is not a Certified Teacher you must use the AID code.

New Assignment Codes Cont.

- The WDE has added new assignment codes for Title I Language Arts (CIL) and Title I Elementary (CIE).
- We now have four Title I Assignment Codes
  - CIL – Title I Language Arts
  - CIE – Title I Elementary
  - CIM – Title I Math
  - CIR – Title I Reading

What do these changes mean for districts?

- The WDE602 and WDE652 Data Elements are Now Identical
- Some rules on valid dates will still differ; obviously the WDE652 hire date will be within the fiscal year July 1 – June 30, where the WDE652 is more restrictively limited to July 1 – October 1.

Changes to the 2009-10 WDE602

▶ Some of the Business Rules were changed to reflect the changes to the WDE602.

▶ Business rules can be found in the data elements and rules document at http://www.k12.wy.us/WISE

WDE602 Collection Information

- October 1st snapshot
- Collection Window
  - October 1, 2009 to October 27, 2009
- Due date
  - October 27, 2009 by 5:00p.m.
- Note:
  - WDE recommends that your district's data should be loaded no later than October 21, 2009 to give you time to clean up any errors BEFORE the due date

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NOTE:

Please print this documentation BEFORE you start compiling your data

- Data elements and rules
- WDE602 – Guidebook
- Reportable Combinations
- Located at http://www.k12.wy.us/wise/

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State Report Manager (SRM)

State Report Manager (SRM)

- The State Report Manager is designed to enable school districts to load and validate their data before submitting it to the state
- It is part of the Wyoming Integrated Statewide Education (WISE) Data System
  - Data are secure!
  - Coordination within your district is critical!
    - Work with your district's WISE coordinator

State Report Manager (SRM)

- Helpful guidebook on the SRM is located at http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf

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WDE602 Submission Process

WDE602 Submission Process

- NOTE:
- Data File Layout
  - Data elements MUST be:
    - In the same order as shown in the data element document
    - Named exactly like they are in the data element document
- If this doesn't happen, the SRM will give you errors

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WDE602 Submission Process

- Login to the SRM
  - WISE Coordinator has:
    - Correct URL for your district
    - Correct username & password
- Coordination within your district is important to ensure that edited data is not overwritten.

WDE602 Submission Process

▸ Select the "New Trial" Link

▸ Select the "Preload" Link
  ◦ Before the last year's Spring WDE652 the staffing data was manually preloaded by technical staff, taking up to a week to accomplish. Data is now easily preloaded into the SRM by districts.
  ◦ Once Data is Preloaded Files can be downloaded and saved to your hard drive as in previous years.

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WDE602 Submission Process

- Download WDE602 data files
  - Save in a convenient location (Desktop, C Drive)
- Make sure you download ALL your district's files

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WDE602 Submission Process

- Update downloaded files
  - Do you need to revise the salary schedule?
    - Be sure to review the salary header file also
  - Do you have a new employee?
    - Be sure to add each employee to the Employment, Assignment and Experience files

WDE602 Submission Process

- Every district will have at least 5 files to UPLOAD once corrections have been made
- Staff Files:
  ◦ Employment, Assignment and Experience
- Salary Files:
  ◦ Salary "I" Header and Salary "I" Schedule
- Have a "T" Salary Schedule?
  ◦ You will have 7 files to upload
    · The 5 listed above PLUS Salary "T" Header and Salary "T" Schedule

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WDE602 Submission Process

- Check for Errors
  - Warnings
    - Possible data entry error
    - Data can be sent to WDE with warnings
      - Please verify for accuracy
  - Errors
    - Fatal error
    - Data cannot be sent to WDE until all errors are corrected

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WDE602 Submission Process

- Once all Errors have been corrected and all Warnings have been verified:
  - The "Certify" button on the Salary data files will turn blue, click this button and files will be submitted to WDE
  - The "Send to WDE" button on the Staff data files will turn blue, click this button and files will be submitted to WDE

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WDE602 Submission Process

- NOTE:

- Potential for data to be overwritten

- Please coordinate within your district that only 1 person is working on a specific file at a time.

WDE602 Data Element Review

WDE602 Data Element Review

- WDE602 Staff Data
  - Employment
  - Assignment
  - Experience
- WDE602 Salary Schedule Data
  - Salary Schedule Header (I and/or T)
  - Salary Schedule (I and/or T)

WDE602 Data Element Review

- Required element
  - Data must be provided
- Conditional element
  - Data should be provided if applicable
- "Can be blank" element
  - Data should be provided if available
- Calculated element
  - Data should not be provided by district

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Employment Data Elements

Employment Data Elements

▸ 30 total elements provided by Districts
  ◦ 17 required
  ◦ 7 conditional
  ◦ 6 "can be blank"

2 Elements Calculated by the WDE
  * FTE
  * Total Salary

Employment Data Elements

- WISEStaffID
  - Required element
  - State assigned record identifier for a staff member
  - Must be 7 characters

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Need WISEStaffID's?

WISE Staff Ids can be retrieved from the WDE Fusion Portal http://fusion.edu.wyoming.gov in the State Registration System.

For instructions go to: https://fusion.edu.wyoming.gov/sites/secured/Mysites/CommunicationCenter/home_New Documents.aspx

For assistance Contact Susan Williams 307-777-6252.

Employment Data Elements

▸ StaffNamePrefix
  ◦ "Can be blank" element
  ◦ Designation used to donate rank, placement or status
    • Dr., Reverend, ect"
  ◦ Up to 8 characters

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Employment Data Elements

▸ StaffFirstName
  ◦ Required element
  ◦ Staff member's first name
  ◦ Up to 15 characters

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Employment Data Elements

- StaffMiddleName
  - "Can be blank" element
  - Staff member's middle name
  - Up to 15 characters

Employment Data Elements

- StaffLastName
  - Required element
  - Staff member's last name
  - Up to 25 characters

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Note on First and Last Names

- Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made outside of the Employment file will NOT be stored at WDE

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Employment Data Elements

- StaffNameSuffix
  - "Can be blank" element
  - Staff member's generation indicator
    - Sr., Jr., III ect"
  - Up to 8 characters

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Employment Data Elements

- StaffFormerName
  - "Can be blank" element
  - Previous names a staff member may have used
  - Up to 25 characters

Employment Data Elements

- Separation Date
  - "Can be blank" element
  - If a staff member is no longer employed by the district, a valid date on or before Oct 1 of the current year must be entered
  - Must be 8 characters – YYYYMMDD
- Note:
  - If a person is separating after Oct 1, report the separation date on the WDE652.

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Employment Data Elements

- StaffDateOfBirth
  - Required element
  - Staff member's date of birth
  - Must be 8 characters – YYYYMMDD

Employment Data Elements

- StaffGender
  - Required element
  - Staff member's gender
  - Must be 1 character – M or F
    - M – Male
    - F – Female

Employment Data Elements

- Race is now divided into 5 Yes (Y) and No (N) fields:
  - AsianRace
  - BlackRace
  - IndianRace
  - PacificIslanderRace
  - White Race

- Required elements
- Staff may identify with more than one race
- Must have Yes (Y) for at least one Race

Employment Data Elements

- StaffEthnicity
  - Required element
  - Must be 1 character, Y (Yes) or N (No)
    - Hispanic Ethnicity
      - Is this staff member of the Hispanic or Latino Ethnicity?

      - If staff answers Y (Yes) they must have at least one Race field identified with a Y (Yes) as well.

Employment Data Elements

- Hire Date
  - Can be blank
  - A hire date is included if staff member was hired between and including 7/1/09 and 10/1/09.
  - YYYYMMDD

Employment Data Elements

- Degree
  - Required element
  - Highest level of degree earned by a staff member
  - Must be 1 character – N, P, A, B, M, D
    - N – None
    - P – Paraprofessional Highly Qualified without Associates Degree
    - A – Associates Degree
    - B – Bachelors Degree
    - M – Masters Degree
    - D – Doctorate

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Employment Data Elements

‣ LicenseType
  ◦ "Can be blank" element
  ◦ Staff member's license type
  ◦ Must be 3 characters
    ・ List of codes are available in the Staffing manual/guidebook Appendix 1.
‣ Note:
  ◦ If LicenseType is NOT blank, it must match the code (in the Assignment file) for that particular assignment.

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Employment Data Elements

▸ LicenseState
  ◦ "Can be blank" element
  ◦ Staff member's license state
  ◦ Must be 2 characters – WY
▸ Note: It must be a Wyoming license

Employment Data Elements

- LicenseNumber
  - "Can be blank" element
  - Staff member's license number
  - Up to 30 characters

Employment Data Elements

- LicenseIssueDate
  - "Can be blank" element
  - Date license was issued
  - Must be 8 characters – YYYYMMDD

Employment Data Elements

▸ LicenceExpirationDate
  ◦ "Can be blank" element
  ◦ Date license expires
  ◦ Must be 8 characters – YYYYMMDD

Employment Data Elements

- DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

Employment Data Elements

- BaseSchoolID
  - Required element
  - School ID a staff member is assigned to for the greatest amount of time
  - Valid WDE school or district ID
  - Must be 7 characters
- Note:
  - Only ONE BaseSchoolID allowed per district per staff member

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Employment Data Elements

▸ BaseSalary
  ◦ Required element
  ◦ Contracted FTE salary for the base assignments listed
  ◦ Up to 6 characters with 2 places after the decimal (6,2)
  ◦ Does not include Extra Salary

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Employment Data Elements

▸ ScheduleID
  ◦ "Can be blank"
  ◦ The ID for the salary the teacher is on
  ◦ Must be 1 character – I or T
    • I – Teacher
    • T – Alternate

Employment Data Elements

- ColumnNumber
  - Conditional element
  - If the staff member is on a salary schedule, the column number of the schedule payment
  - Up to 2 characters

Employment Data Elements

- RowNumber
  - Conditional element
  - If the staff member is on a salary schedule, the row number of the schedule placement
  - Up to 2 characters

Employment Data Elements

- Note on ScheduleID, ColumnNumber and RowNumber:
  - ScheduleID, ColumnNumber and RowNumber will be validated against the salary schedule
  - If the staff member is on a salary schedule, then the ScheduleID, RowNumber and ColumnNumber must all be provided in the enrollment file

Employment Data Elements

- InsuranceOption
  - Required element
  - Staff member's insurance option
  - Must be 2 characters – NA, EO, SC, EP, FY
    - NA – None
    - EO – Employee Only
    - SC – Split contract
    - EP – Employee plus spouse or Child(ren)
    - FY – Family
      - Detailed description in the data element documentation

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Employment Data Elements

- Notes on calculated elements in Employment file
    - FTE
    - TotalSalary
- Elements are calculated AFTER data is sent to WDE
- Element will be included on the SRM downloadable reports

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Assignment Data Elements

Assignment Data Elements

- 17 total elements
- 11 required elements
- 3 "can be blank" elements
- 3 calculated elements

Assignment Data Elements

- DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

Assignment Data Elements

▶ WISEStaffID
  ◦ Required element
  ◦ State assigned record identifier for staff member
  ◦ Must be 7 characters

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Assignment Data Elements

- StaffFirstName
  - "Can be blank" element
  - Staff member's first name
  - Up to 15 characters

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Assignment Data Elements

▸ StaffLastName
  ◦ "Can be blank" element
  ◦ Staff member's last name
  ◦ Up to 25 characters

Note on First and Last Names

- Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made in the Assignment file will NOT be stored at WDE

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Assignment Data Elements

- AssignmentCode
  - Required element
  - Assignment code
  - Must be 3 characters
    - List of codes are available in the Reportable Combinations hand out.

Assignment Data Elements

- TeacherType
  - "Can be blank" element
  - Must be 2 characters – TR, NT
    - TR – Teacher of record
    - NT – Teacher not of record
- Note:
  - Certain combinations of TeacherType and AssignmentCodes are NOT valid
    - See the Staffing manual/guidebook for details

Assignment Data Elements

- SchoolID
  - Required element
  - Valid WDE school ID for this assignment
  - Must be 7 characters
- Note:
  - If a staff member is assigned to multiple schools, there must be a separate assignment for each school ID

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Assignment Data Elements

- LowestGradeServed
  - Required element
  - The lowest grade this staff member serves for this assignment, NOT the lowest grade served for the school
  - Must be 2 characters – PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

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Assignment Data Elements

- HighestGradeServed
  - Required element
  - The highest grade this staff member serves for this assignment, NOT the highest grade served for the school
  - Must be 2 characters – PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

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Assignment Data Elements

▸ ContractDays
  ◦ Required element
  ◦ Non-classified staff ONLY
  ◦ Number of days staff member is contracted to work during the school year
  ◦ Up to 3 characters

Assignment Data Elements

- Time
  - Required element
  - Non-classified staff ONLY
  - Actual percent of time (portion of an FTE) staff member spends for this assignment
  - 3 characters with 2 places after the decimal (3,2)

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Assignment Data Elements

- AnnualHours
  - Required element
  - Classified staff ONLY
  - Total number of annual hours staff member spends on this assignment
  - Up to 4 characters

Assignment Data Elements

- HolidayHours
  - Required element
    - Classified staff ONLY
    - The number of holiday hours staff member receives for this assignment
    - Up to 3 characters

Assignment Data Elements

- ExtraSalary
  - Required element
  - The amount of pay for extra duty which is above and beyond the regular case contract
  - Up to 5 characters with 2 places after the decimal (5,2)
- NOTE:
  - If an ExtraSalary amount is entered, time or annual hours must be blank

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Assignment Data Elements

- Notes on calculated elements in Assignment file
  - Salary
  - EmployeeClass
  - AssignmentFTE
- Elements are calculated AFTER data is sent to WDE
- Element will be included on the SRM downloadable reports

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Experience Data Elements

Experience Data Elements

- 12 total elements
- 10 required elements
- 2 "can be blank" elements

Experience Data Elements

- DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

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Experience Data Elements

▸ WISEStaffID
  ◦ Required element
  ◦ State assigned record identifier for staff member
  ◦ Must be 7 characters

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Experience Data Elements

- StaffFirstName
  - "Can be blank" element
  - Staff member's first name
  - Up to 15 characters

Experience Data Elements

▸ StaffLastName
  ◦ "Can be blank" element
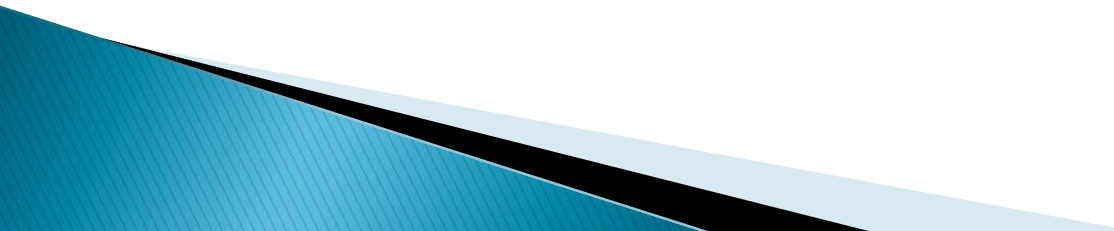 ◦ Staff member's last name
  ◦ Up to 25 characters

Note on First and Last Names

- Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made in the Experience file will NOT be stored at WDE

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Experience Data Elements

- ExperienceGroupCode
  - Required element
  - Code where assignment's experience accumulates
  - Must be 3 characters
    - List of codes are available in the Reportable Combinations hand out.

Experience Data Elements

- The number of years experience will be pre-populated in the WDE602 by the Wyoming Department of Education.

- Years experience will only need to be input for new employees and persons that have changed positions and have a new experience code.

Experience Data Elements

- District Experience
  - Required element
  - Number of FTE years of experience
    - in current district
  - At least 2 characters before and 2 characters after the decimal (2,2)

Experience Data Elements

- OtherWYDistrictExperience
  - Required element
  - Number of FTE years of experience in
    - any other Wyoming public school district
  - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

- WYInstitutionalExperience
  - Required element
  - Number of FTE years of experience at a Wyoming
    - private school
    - K–12 educational institution
    - Post–secondary educational institution accredited by an agency recognized by the Unites States Department of Education (USED)
  - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

▸ OutOfStatePublicSchoolExperience
  ◦ Required element
  ◦ Number of FTE years experience in
    • An accredited public school outside of Wyoming
  ◦ At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

- OutOfStateInstitutionalExperience
  - Required element
  - Number of FTE years of experience at an out-of-state
    - private school
    - K-12 educational institution
    - Post-secondary educational institution accredited by an agency recognized by the Unites States Department of Education (USED)
  - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

- WYNonPublicSchoolProfessional
  - Required element
  - Number of FTE years of licensed experience at a Wyoming
    - Non-educational institution
      - Clinic
      - Hospital
  - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

- OutOfStateNonPublicProfessional
  - Required element
  - Number of FTE years of licensed experience at an out-of-state
    - Non-educational institution
      - Clinic
      - Hospital
  - At least 2 characters before and 2 characters after the decimal (2,2)

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Experience Data Elements

- Note on NonPublicSchoolProfessionals
  - Only to be reported for staff members that are REQUIRED to hold a state license to perform their job
    - WYNonPublicSchoolProfessional
    - OutOfStateNonPublicSchoolProfessional

Schedule Header Data Elements

Schedule Header Data Elements

- 4 elements
  - ALL required

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Schedule Header Data Elements

- DistrictID
  - Required element
  - Valid WDE District ID
  - Must be 7 characters

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Schedule Header Data Elements

▶ ScheduleID
  ◦ Required element
  ◦ The ID of the salary schedule
  ◦ Must be 1 character – I, T
    • I – Teacher
    • T – Alternative

Schedule Header Data Elements

- ScheduleName
  - Required element
  - The district specified name for the salary schedule
  - Up to 30 characters

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Schedule Header Data Elements

- ScheduleDays
  - Required element
  - The number of contract days for the salary schedule
  - Up to 3 characters

Salary Schedule Data Elements

Salary Schedule Data Elements

- Up to 14 elements
  - 3 required elements
  - 11 conditional elements

Salary Schedule Data Elements

- DistrictID
  - Required element
  - Valid WDE District ID
  - Must be 7 characters

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Salary Schedule Data Elements

- ScheduleID
  - Required element
  - The ID of the salary schedule
  - Must be 1 character – I, T
    - I – Teacher
    - T – Alternative
- Note:
  - Each district MUST submit an "I" schedule (Teacher)

Salary Schedule Data Elements

▶ Step
  ◦ Required element
  ◦ Number for each step, must be sequential
  ◦ Up to 2 characters

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Salary Schedule Data Elements

- Column Title (District specific)
  - Conditional element
  - Salary within the column and row
  - Up to 5 characters before and 2 characters after the decimal (5,2)
- NOTE:
  - There can be NO gaps in the grid and you can have up to 11 columns of salary information

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WDE 602 Business Rules

WDE602 Business Rules

- A series of error checks that are run on your data BEFORE it is submitted to the WDE
  - Valid Values
  - Error checks for data validity
- Business rules can be found in the Data Element documentation located at http://wise.k12.wy.us/wise/

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WDE602 Frequently Asked Questions (FAQs)

WDE602 Content FAQs

- Q. What does "separation date" mean?

- A. The separation data is the date the staff member was no longer employed by your district. Only report person's separating between July 1 and October 1, 2009.

WDE602 Content FAQs

- Q. What if a staff member works at more than one school?

- A. Identify (by school ID) at which school each assignment is performed in the assignment file

WDE602 Content FAQs

- Q. If my school serves grade 9-12, do I need to enter my teachers as teaching grades 9-12?

- A. No, low grade/high grade combination should be based on assignment, not the school grade configuration

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Submission FAQs

- Q. I received an error on my headers. What does that mean?

- A. The headers in your .CSV file are either out of order or spelled incorrectly.

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WDE602 Submission FAQs

- Q. When can I send data to the WDE?

- A. The "Send to WDE" button will turn blue after you have corrected all ERRORS
  - Be sure to review all WARNINGS to make sure they are correct before sending your data

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WDE602 Submission FAQ's

- Have questions?
- Please refer to the WDE602 Guidebook located at http://www.k12.wy.us/WISE
  - Additional FAQs listed

WDE602 Questions?

WDE602 Contact Information

WDE602 Contact Information

▶ WDE602 Content questions:
◦ Susan Williams
◦ 307-777-6252
◦ skruse@educ.state.wy.us

▶ WDE602 Submission questions:
◦ Leslie Zimmerschied
◦ 307-777-8751
◦ lzimme@educ.state.wy.us

▶ WISE Staff ID questions
◦ Susan Williams
◦ 307-777-6252
◦ skruse@educ.state.wy.us